



ADMINISTRATION AND
MANAGEMENT

OFFICE OF THE SECRETARY OF DEFENSE
1950 DEFENSE PENTAGON
WASHINGTON, DC 20301-1950

December 4, 2009

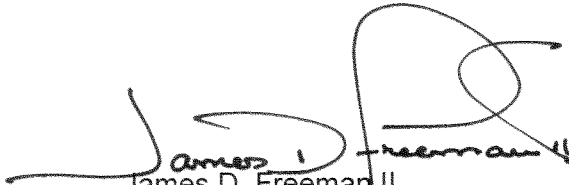
MEMORANDUM FOR COMMITTEE MANAGEMENT SECRETARIAT
GENERAL SERVICES ADMINISTRATION

SUBJECT: Committee Charter Consultation – Board of Visitors for the National *Defense Intelligence College*

The Department of Defense, pursuant to the Federal Advisory Committee Act of 1972, as amended, intends to renew the charter for the *Board of Visitors for the National Defense Intelligence College*. The Board will operate under the provisions of the Federal Advisory Committee Act of 1972, the Government in the Sunshine Act of 1976 (5 U.S.C. § 552b, as amended) and 41 CFR § 102-3 through 102-3.185.

Prior to filing the Board's charter with the Library of Congress and the appropriate congressional committees the Department of Defense respectfully requests that the Committee Management Secretariat review and approve the proposed charter (attached). The proposed charter has been reviewed and approved by the Office of the General Counsel for the Department of Defense.

If you should have any questions about this charter please contact my point of contact, Len O'Reilly, at 703-601-6148.


James D. Freeman II
Deputy Committee Management Officer
for the Department of Defense

2 Attachments

1. DA&M Memo dated, December 3, 2009
2. Proposed Charter

ATTACHMENT 1



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MEMORANDUM FOR UNDER SECRETARY OF DEFENSE FOR INTELLIGENCE

SUBJECT: Charter Renewal – Board of Visitors for the National Defense Intelligence College

The charter for the Board of Visitors for the National Defense Intelligence College is approved for renewal. A notice will be published in the Federal Register announcing the Department's intention to renew the Committee's charter. Pursuant to 41 CFR § 102-3.70, my Committee Management Officer (CMO) will formally file the Committee's renewed charter with the Library of Congress, the General Services Administration, and the appropriate congressional oversight committees.

As the DoD Sponsor for this federal advisory committee, you are reminded that you are responsible for:

- (a) Ensuring that the Board of Visitors for the National Defense Intelligence College Designated Federal Officer (DFO) attends all the meetings;
- (b) Ensuring that the DFO and the Board fully complies with all appropriate federal statutes and regulations, to include DoD Instruction 5105.04;
- (c) Providing adequate support to the Board and its membership;
- (d) Ensuring that the Board members are appointed according to DoD policy, and that they do not serve on the Board until all personnel and ethics paperwork has been processed by the appropriate offices;
- (e) Ensuring that neither the Board of Visitors for the National Defense Intelligence College nor the Board's membership is unduly or inappropriately influenced by federal employees or any special interest;
- (f) Monitoring the implementation status of any recommendation adopted by the Department of Defense or the Congress, and ensuring that this information is available for future inquiries.

If you have any questions, please contact my CMO, Frank Wilson, at (703) 601-6100.

Michael L. Rhodes
Acting Director

ATTACHMENT 2

CHARTER
BOARD OF VISITORS FOR THE
NATIONAL DEFENSE INTELLIGENCE COLLEGE

1. Committee's Official Designation: The Committee shall be known as the Board of Visitors for the National Defense Intelligence College (hereafter referred to as the Board).
2. Authority: The Secretary of Defense, under the provision of the Federal Advisory Committee Act of 1972 (5 U.S.C., Appendix, as amended) and 41 CFR § 102-3.50(d) established the Board.
3. Objectives and Scope of Activities: The Board shall advise on the National Defense Intelligence College.
4. Description of Duties: The Board shall provide the Secretary of Defense through the Under Secretary of Defense for Intelligence and the Director, Defense Intelligence Agency, independent advice on matters related to mission, policy, accreditation, faculty, student, facilities, curricula, educational methods, research, and administration of the National Defense Intelligence College.

The Director, Defense Intelligence Agency may act upon the Board's advice and recommendations.

5. Agency or Official to Whom the Committee Reports: The Board shall report to the Secretary of Defense through the Under Secretary of Defense for Intelligence and the Director of the Defense Intelligence Agency.
6. Support: The Department of Defense, through the Defense Intelligence Agency, shall provide support for the performance of the Board's functions, and shall ensure compliance with the requirements of the Federal Advisory Committee Act of 1972 and the Government in the Sunshine Act of 1976 (5 U.S.C. § 552b).

Additional information and assistance, as required, may be obtained from other DoD Components with contracting authority, support contractors, including DoD Federally Funded Research and Development Centers for studies and analysis support.

7. Estimated Annual Operating Costs and Staff Years: It is estimated that the annual operating costs, to include travel costs and contract support for this Board is \$20,000.00. The estimated annual personnel costs to the Department of Defense are .10 full-time equivalents.
8. Designated Federal Officer: The Designated Federal Officer, pursuant to DoD policy, shall be a full-time or permanent part-time DoD employee, and shall be appointed in accordance with established DoD policies and procedures. In addition, the Designated

Federal Officer is required to attend all Board and subcommittee meetings. In the absence of the Designated Federal Officer the Alternate Designated Federal Officer shall attend the meeting.

9. Estimated Number and Frequency of Meetings: The Board shall meet at the call of the Board's Designated Federal Officer, in consultation with the Chairperson and the Director, Defense Intelligence Agency. The estimated number of Board meetings is two per year.
10. Duration: The need for this advisory function is on a continuing basis, however, it is subject to renewal every two years
11. Termination: The Board shall terminate upon completion of its mission or two years from the date this charter is filed, whichever is sooner, unless the Secretary of Defense or designee extends it.
12. Membership and Designation: The Board shall be comprised of no more than 12 members, who are distinguished members of the national intelligence community, defense, and academia and shall be appointed on an annual basis by the Secretary of Defense. The Director, Defense Intelligence Agency shall select the Board's Chairperson.

Board members appointed by the Secretary of Defense, who are not full-time or permanent part-time federal employees, shall be appointed as experts and consultants under the authority of 5 U.S.C. § 3109 and serve as special government employees. In addition, they shall serve without compensation except for travel and per diem for official Board-related travel.

13. Subcommittees: With DoD approval, the Board is authorized to establish subcommittees, as necessary and consistent with its mission. These subcommittees or working groups shall operate under the provisions of the Federal Advisory Committee Act of 1972, the Government in the Sunshine Act of 1976 (5 U.S.C. § 552b, as amended) and other appropriate Federal regulations.

Such subcommittees or workgroups shall not work independently of the chartered Board, and shall report all their recommendations and advice to the Board for full deliberation and discussion. Subcommittees or workgroups have no authority to make decisions on behalf of the chartered Board nor can they report directly to the Department of Defense or any Federal officers or employees who are not Board members.

Subcommittee members, who are not Board members, shall be appointed in the same manner as the Board members.

14. Recordkeeping: The records of the Board and its subcommittees shall be handled according to section 2, General Record Schedule 26 and appropriate Department of

Defense policies and procedures. These records shall be available for public inspection and copying, subject to the Freedom of Information Act of 1966 (5 U.S.C. § 552, as amended).

15. Filing Date: